

# Minutes from March 16, 2005

## CBS Bureau Monthly Communication/Scheduling Meeting

**Attendees:** NIST: Sarah Tuohy, Sharon Brunnelson, and Sharon Nystrom  
NOAA: Steven Brunvoll, Candi Myers, and Bill Holdsworth  
EDA:  
Census: Gary Gilbertson  
OS/OAM:  
CSC: Amy Sommerville, Patricia Jackson (facilitator), Kristina Ellingson,  
Ron Smith, and Lynn Goodrich

**Date/Time:** March 16, 2005, 10:00 to 12:00 pm

**Purpose:** User Communication and Scheduling Discussion

**Major Topics discussed are summarized below:**

### **1. CBS Master Communication/Scheduling Plan**

**a. Status of the Draft CBS Master Communication/Scheduling Plan** - The delivery dates for the 2005 Initiatives and continuing projects were discussed. See Attachment 1.a Draft CBS Master Scheduling Plan to Include Bureau Implementation. As none of the 2005 initiatives have approved project plans, the dates cited in the Scheduling Plan are estimated dates. During the meeting, the Bureaus indicated that their estimated dates for promoting the code into production had not changed.

### **b. Status of Bureau code in Production**

#### **i. Update on CSC Supported Production Code Version (Previous Code Version)**

On an as needed, emergency basis, Bureaus will need to ask for a level 1 AR to be developed in an older version of code to match the version of code that they currently have in production, which is not the same as the most recent version of code delivered by the CSC. As this would be a code change it needs to be delivered to all Bureaus, however all Bureaus will be at a different version of code in production. The CSC can not support building the change for 4 previous versions of code. Thus Patricia facilitated another discussion in an attempt to reach agreement on one previous version of code that the CSC would be able to support. Patricia provided an update on the version number which would change every month and would typically be the version before a major delivery that the Bureaus would encounter delay in promoting to production. Given the current planned code delivery schedule and the delay that the Bureaus are projecting in promoting this code, there is a real need for agreement on a CSC supported production code version. The proposed schedule and production code version is defined below:

<b>CBS Production Support</b>	<b>As of 1/31/2005, version 2.8.0.23</b>	<b>As of 2/28/2005, version 2.10.0.12</b>	<b>As of 3/15/2005, version 2.11.0.0 Feb Maintenance</b>	<b>As of 4/28/2005, version 2.12.0.1</b>
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The CSC Supported production version of code is also displayed on Attachment 1.b. Part 1 Draft CBS Bureau Configurations and will be updated weekly based on these criteria and published on the web by TSD. The web location is as follows:

<http://www.camsic.osec.doc.gov/design/designdocs.htm> and the links **CBS System Architecture** and **CBS Bureaus Configuration**.

**ii. Discussion on Evaluating and Determining a Color Rating for the Status of Bureau Code in Production**

This color code status is also displayed on Attachment 1.b. Part 1 Draft CBS Bureau Configurations will be updated weekly based on these criteria and published on the web by TSD. The updated color code status is cited below:

<b>Color code Status</b>	<p><b>black</b> - As of March 15, Version 2.11.0.0 or higher</p> <p><b>yellow</b> - As of March 15 between versions 2.9.0.1 and 2.10.0.16</p> <p><b>red</b> - As of March 15 any version older than or equal to version 2.9.0.0</p> <p><b>blue</b> - in question (e.g., the version reported does not contain any fix for the module, see CSC Releases page)</p>
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NOAA and Census production version status is red as they are below version 2.9.0.0 (December Maintenance Release) of the CBS code, EDA is in the yellow status at version 2.9.0.1, NIST status was uncertain as they had skipped various versions. Patricia recommended that Bureaus consider their backlog in implementing projects when submitting level 1 Activity Requests as (in most instances) they would not be able to implement the ARs until the backlog of projects are moved into production.

**Contractual Rework Period** - Patricia facilitated another discussion on the contractual rework period. The CSC and Systalex have agreed to a 60-day contractual rework period for maintenance deliveries and a 90-day contractual rework period for projects. This means that Systalex will correct any reworks identified 60 or 90 days from the date that the code was delivered to the bureaus at the fixed cost cited for the effort. There is not contractual rework period at this time for level 1 ARs. However, a proposed 30-day period to promote the code into production was cited as the CSC recommendation.

## 2. AR Status and Process

### A. CSC Status of ARs, Maintenance, Major Projects

- a. **Status of the 2005 Initiatives and Continuing projects** - The status of the 2005 Initiatives and continuing projects were discussed. See Attachment 2.A.a. CSC Project Status. This was the status document sent to the CBS Executive Board for the March 17, 2005, meeting.

Patricia cautioned the Bureaus on the **need to implement the Budget enhancement code before entering FY 2006 transactions** as the current design does not include conversion of data. The Bureaus questioned this statement which has since been re-confirmed with the Budget enhancement project lead, Karen McBride.

- b. **Processing status of Current ARs** – Attachments 2.A.b. Status of Level 1 ARs as of 3/15/2005 was distributed to communicate the status of the processing status of 25 current level 1 ARs, 3 of which were rework ARs.
- c. **ARs delivered in February** - Attachment 2.A.c. Level 1 Activity for February 2005 communicated that 22 level 1 ARs and 21 level 2 ARs were delivered or closed unchanged during the month February.
- d. **April 15 Maintenance Release** – Patricia indicated that the April 15 maintenance release would not include the 4 Reimbursable Phase 2 ARs as had been the goal. Patricia also reminded the Bureaus that this goal was never confirmed as the ARs had not been technically accessed. Patricia communicated that the technical assessment were scheduled to be completed on March 31, and that a preliminary review revealed that possibly 2 of the AR would be in the April Maintenance review. In addition, Patricia communicated that the current assessment revealed that this maintenance release would only include about 10 ARs for CFS, due to resources working on projects and level 1 ARs.

### B. CSC Standard Maintenance Process

Patricia indicated that more focus would be placed on the need to close duplicative and resolved ARs. The current number of level 2 ARs in the database, over 700, impedes efficiency when attempting to evaluate, prioritize, or combine efforts.

### C. CSC Level 1 AR Process

- a. Patricia reminded the Bureaus that the New AR Report, all Open ARs by Module (Attachment 2.C.a), was located at the following web location: <http://www.camsic.osec.doc.gov/design/designdocs.htm> and the [CSC Open Activity Requests](#) link. This excel file can be sorted as needed to analyze the data. Amy Sommerville asked the Bureau to respond to her e-mail of March 9, 2005, Attachment 2.C.a. This e-mail asked the Bureaus to review and indicate if they still had a need for other bureau specific AR reports.

## D. TAC Process

- a. At the Bureaus suggestion, Amy facilitated a discussion on the need for the two-day turn around that the CSC requested for each Emergency TAC approval request. The Bureaus indicated that it is sometimes difficult to respond in 2 days, with meetings and the research needed to be able to respond. Amy clarified that the reason the two-day respond period was needed was because these ARs were in the loop to be sent to the programmers for action. A compromise was agreed to that would eventually reduce the number of Emergency TAC approvals requested. When enhancement ARs are received, they will be sent for TAC approval via e-mail if they are straight forward and do not require a TAC meeting. The e-mail will indicate a two-week approval period. However, enhancement level 2 ARs that have been prioritized and still need TAC Approval and level 1 ARs will continue to request the two-day approval response. Bureaus were asked to be as responsive as possible, realizing that they would not always be able to respond within two days. Bureaus were also asked to review their TAC contacts and revise if needed. The CSC will implement this change and monitor its effectiveness.

## D. Recent and Upcoming Events

Patricia provided a list of recent and upcoming events in the agenda, to assist the bureaus in being aware of planned activities. This will become a standard part of the agenda.

### Open Action items:

Description	Responsibility	Target Date
<b>Action Items from Nov 9 meeting</b>		
1. Evaluate AR form and provide recommendations for improvement.	Bureaus	Next Meeting As Time Allows
2. Determine CSC Supported Code Version, Yellow and Red Code Version	Bureaus/CSC	Closed - Discussions and updates provided at each monthly meeting.
3. Organize subcommittee for level 2 AR's	Bureaus/CSC	First meeting is being planned for April Maintenance Release. As release would only include about 10 CFS AR due to limited resources, meeting was not held. CSC will continue to review process.
4. Communication Plan	CSC/Bureaus	TBD
5. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed
<b>Action Items from Dec 8 meeting</b>		
6. Related to the Sub-committee approach being evaluated to discuss the	CSC	E-mail Copy – Will be implemented immediately.

maintenance delivery, the CSC will provide track/maintain and provide explanations as to why certain priority ARs do not make the maintenance delivery. In addition the CSC will copy Committee members on AR issues sent to the AR contacts.		Track/maintain and provide explanations - TBD
<b>Open Action Items from Jan 12 meeting</b>		
7. Provide names of those with authority to sign off on ARs	Bureaus	Completed
<b>Open Action Items from Feb 9 meeting</b>		
8. Look into maintaining Attachment 1.b. Part 2 Draft Discussion Document CBS Deliveries and the Applications Impacted published on the web	CSC	TBD
9. Review proposed schedule for CSC supported production code version as well as color codes for Bureaus production status and provide alternatives.	Bureaus	Completed – no alternatives were identified.
<b>Open Action Items from Feb 9 meeting</b>		
10. Bureaus will respond to Amy Mar 9 e-mail, Attachment 2.C.a on need to continue bureau specific AR reports.	Bureaus	Next Meeting
11. Confirm that the Budget Enhancement project will not provide for converting data, so code must be installed before Bureaus start entering 2006 transactions.	CSC	Completed – Confirmed with Project Leader, Karen McBride. The need for data conversion functionality was not included as a requirement for this project.